

PLEASE PRINT THIS EMERGENCY INFORMATION FOR YOUR RECORDS IN CASE THIS WEBSITE FAILS. CHECK THE INFORMATION PERIODICALLY FOR UPDATES.

If at some future date this website (<http://www.txnd.uscourts.gov>) is not operational due to an emergency, you may go to our alternate website (<http://coop.txnd.uscourts.gov>) where you will be able to access updated emergency procedure content that will be posted regularly, or you may call the main telephone number of the divisional office that has been affected by the emergency. If your call is not answered, please listen to any recorded message that may be provided for information about the operational status of that divisional office.

A succession list of divisional offices has been provided at the bottom of these instructions. If the telephone system for the affected divisional office is not working, call the first alternate divisional office. If the first alternate divisional office's telephone system is not working, call the second alternate divisional office.

EMERGENCY PROCEDURES

You will be directed here if emergency procedures are in effect for one or more divisional offices of the U.S. District Court for the Northern District of Texas.

Unless otherwise directed by a judge in an individual case, filing instructions are as follows:

I. ECF Filers

A. Continue to Use CM/ECF

If you are an ECF filer, the CM/ECF system should still be available to you. Continue to file documents electronically as usual. If you have difficulty accessing the CM/ECF system, wait until later in the day or until the system becomes available.

B. If a Deadline Will be Missed, Use This Alternate Procedure

Use this procedure to file a document **only** if all three of the following conditions are met:

- you are an ECF filer;
- you cannot file your document using the CM/ECF system; and
- you are in **danger of missing a filing deadline**.

CAUTION: If you use this procedure and you do not satisfy one or more of these three conditions, your document may be unfiled.

Step 1: Prepare an e-mail message that clearly states why you must file the document in this manner. Specify your filing deadline, and the dates and times when you attempted to file the document using the CM/ECF system.

Step 2: Ensure that your document is in Portable Document Format (PDF).

Step 3: Attach the PDF document to an e-mail message and send the message to the following two addresses:

USDCemergencyfile@txnd.uscourts.gov *and*
USDCemergencyfile@comcast.net

Step 4: Keep proof of the date and time when you sent this e-mail in case a question about the filing date arises.

C. Second Alternate Procedure

If you satisfy all three conditions for filing your document in an alternate manner, but the first alternate procedure in B., above, fails due to technical difficulty, then contact the deputy in charge of another divisional office of the Northern District of Texas that is open for business pursuant to the succession list of divisions at the end of these instructions. If you meet all three conditions, you may be granted an opportunity to file the document in that divisional office.

D. Continue to Submit a Paper Copy, If Required

If the presiding judge requires you to provide a paper copy of a document you filed electronically (whether you filed it using CM/ECF, or the alternate method described in B. or C., above), send the paper copy by mail (USPS or other service) to the appropriate divisional office. Your submission of the judge's paper copy will be deemed timely as long as it arrives by the date the divisional office is operational again (at its original location or at an alternate location), or within three days of the date you filed the document electronically, whichever is **longer**.

II. Paper Filers

A. Hold All Papers

Unless you will miss a deadline, hold all paper filings until the affected divisional office is open for business. (Note: filing procedures for prisoner litigants remain the same.)

B. If a Deadline Will be Missed, Use This Alternate Procedure

If you are a paper filer and you are in **danger of missing a filing deadline**, file the document in the drop box for the divisional office, if the box is available. The drop box has limited capacity, so please do not use it when emergency procedures are in effect for a divisional office unless you will miss a filing deadline.

C. Second Alternate Procedure

Use this procedure to file a document **only** if all three of the following conditions are met:

- you are a paper filer;
- the drop box is not available; and
- you are in **danger of missing a filing deadline**.

CAUTION: If you use this procedure and you do not satisfy one or more of these conditions, your document may be unfiled.

Step 1: Prepare an e-mail message that clearly states why you must file the document in this manner. (Specify what your filing deadline is and why the drop box was not available.)

Step 2: Convert your document to Portable Document Format (PDF).

Step 3: Attach the PDF document to the e-mail message and send the message to the following two addresses:

USDCemergencyfile@txnd.uscourts.gov *and*
USDCemergencyfile@comcast.net

Step 4: Keep proof of the date and time when you sent this e-mail in case a question about the filing date arises.

When you have filed a paper document using this alternate method, you must mail the original and requisite number of copies (per the local rules) to the appropriate divisional office. Your submission will be deemed timely as long as it arrives by the date the divisional office is operational again (at its original location or at an alternate location), or within three days of the date you filed the document using this alternate method, whichever is **longer**. Failure to submit the original and copies may result in the document being unfiled.

D. Third Alternate Procedure

If you cannot use the first and second alternate procedures in B. and C. above, then contact the deputy in charge of another divisional office of the Northern District of Texas that is open for business pursuant to the succession list of divisional offices at the end of these instructions. You may be granted an opportunity to file the document in that divisional office.

III. Emergency Filers

If you have an emergency filing, such as a TRO, that must be seen by a judge immediately, contact the deputy in charge of another divisional office of the Northern District of Texas that is open for business pursuant to the succession list of divisions at the end of these instructions.

IV. Parties Scheduled for Court Proceedings

You will likely receive communication from the judge's staff or clerk's office personnel if you are scheduled for a court proceeding in a divisional office that is subject to an emergency closure. You may also look here for posted information.

V. Court Advisory Committee Members

At least one member of the court's advisory committee resides in each division of the Northern District of Texas. The clerk's office will provide these members with information that can be disseminated to the bar in the event of an emergency closure of a divisional office. The members are listed below:

Abilene Division:	Steve Suttle	325-676-9183
Amarillo Division:	Don Dean	806-379-0340
Dallas Division:	Tom Alleman	214-745-5103
	Paula Billingsley	972-819-3790
	Frank Carroll	214-745-5106
	Bob Cohan	214-953-6046
	Suzanna Etessam	214-659-8643
	Wes Loegering	214-939-5791
	Carlton McLarty	214-767-2746
	Tom Mills	214-265-9265
	Nick Pittman	214-459-3325
	Karl Rupp	214-744-3000
	Mary Spector	214-768-2578
Fort Worth:	Joe Cleveland	817-338-1700
	Lars Berg	817-878-3524
	Janie Frank	817-252-5403
	Mike Heiskell	817-877-5321
Lubbock Division:	Bob Craig	806-744-3232
San Angelo:	Don Griffis	325-481-2566
Wichita Falls:	Lonnie Morrison	940-322-2929

Succession List of Divisions

<i>Division Affected by Emergency</i>	<i>First Alternate Contact</i>	<i>Second Alternate Contact</i>
Abilene Division	Lubbock Division Deputy in Charge 325-677-6311	Amarillo Division Deputy in Charge 806-324-2352
Amarillo Division	Lubbock Division Deputy in Charge 806-472-7624	Dallas Division Deputy in Charge 214-753-2201
Dallas Division	Fort Worth Division Deputy in Charge 817-850-6601	Amarillo Division Deputy in Charge 806-324-2352
Fort Worth Division	Dallas Division Deputy in Charge 214-753-2201	Amarillo Division Deputy in Charge 806-324-2352
Lubbock Division	Amarillo Division Deputy in Charge 806-324-2352	Dallas Division Deputy in Charge 214-753-2201
San Angelo Division	Lubbock Division Deputy in Charge 806-472-7624	Amarillo Division Deputy in Charge 806-324-2352
Wichita Falls Division	Dallas Division Deputy in Charge 214-753-2201	Amarillo Division Deputy in Charge 806-324-2352